



## NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



<b>POSITION AND DUTY MOS:</b> Admin NCO, 88M20	<b>RANK/GRADE:</b> <b>SGT/E5</b> (Minimum: SPC/E4)	<input type="checkbox"/> <input checked="" type="checkbox"/>	<b>NATIONWIDE</b> <b>NCARNG</b> <b>SOLDIERS ONLY</b>	<b>ANNOUNCEMENT #:</b> AGR-FTM 2016-53
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**UNIT, LOCATION, POC:**

FSC, 105<sup>TH</sup> EN BN/ Raeford, NC  
POC: MSG Strickland (984) 661-4536  
[antony.n.strickland.mil@mail.mil](mailto:antony.n.strickland.mil@mail.mil)

**OPENS:**

31 August 2016

**CLOSES:**

30 September 2016

**POSITION DESCRIPTION:** Advises the commander on matters relating to training. Drafts training schedules for approval that comply with command guidance and directives and the publications of higher headquarters. Maintains individual training records, APFT reports, and ammo requests. Maintains the unit training library and related training materials, equipment, and aids. Establishes a direct line of communication with training personnel at higher headquarters.

- a. Submits school requests through ATRRS and orders input through AFCOS. Advises personnel on military education requirements and prepares application for army service schools. Maintains appropriate records for the above programs. Monitors the qualification requirements for MOS, ASI, and additional duty appointments and submits applications thru appropriate systems to ensure Soldiers to attend the school or course. Ensures Soldiers meet NCOES and OES requirements or are enrolled in appropriate courses to meet those requirements. Monitors the progress of officer and enlisted personnel thru all schools or courses, and provides qualification information to the RNCO for personnel records updating.
- b. Monitors and maintains unit and individual training requirements as directed in AR 350-1, AR 350-9, AR 350-38, DA PAM 350-38, and appropriate NGB and State Regulations and policies. Advises the Unit Commander and maintains appropriate records on the completion status of all dictated training requirements. Coordinates with the Supply NCO to ensure service schedule is placed on the training schedule. Coordinates with the Admin NCO to ensure all required administrative and personnel tasks are placed on the training scheduled as required.
- c. Controls the distribution and supply of materials, publications, and Soldier's manuals, not only in unit library but also to individual Soldiers assigned to the unit. Maintains individual training records and keeps the commander informed on the individual training status of personnel assigned to the unit.
- d. Attends all unit training assemblies, additional training assemblies, and annual training periods. Provides assistance and guidance in the preparation for and execution of unit training and other mobilization readiness related activities. Conducts preparatory visits as necessary to training sites to ensure availability of such sites and to procure training areas, ranges, training equipment, and other facilities required by the unit.
- e. Prepares reports, briefing materials, and correspondence related to training as required by the commander and higher headquarters.
- f. Familiar with various automated systems such as: ATRRS, AFAM, DTMS, RFMSS, TAMIS, DTS, DPRO and SIBx.

**QUALIFICATION REQUIREMENTS:** Must be qualified in or meet prerequisites for **MOS 88M** in accordance with DA Pam 611-21 -- includes minimum score in aptitude area **OF in Armed Services Vocational Aptitude Battery (ASVAB) tests as follow: 90 if administered prior to 2 January 2002, 85 if administered on and after 2 January 2002. PULHES requirement for MOS is 222222.** Must be a member of the Armed Forces. Must meet height/weight standards of AR 600-9 and present good military bearing. Must participate in physical fitness training in accordance with applicable regulations. Soldier will take the Army PT test semi-annually. Must have the appropriate security clearance as prescribed by the MOS and duties assigned within the unit. Must have normal color vision. If not MOS qualified, must qualify within one year of assignment or be reassigned or released from AGR tour. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must be able to complete a 3 year initial tour prior to completing 18 years of Active Federal service or the date of mandatory separation. Must be able to complete all military education requirements as determined by JFHQ-NC/NGB. Must meet other entrance requirements of AR 135-18. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty.

**PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** **DEPLOYED APPLICANTS:** If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information – i.e. DSN phone numbers and all email address (es). The documents listed above must be enclosed (photocopies only – do not send originals) Applications and associated documents will not be considered for future vacancy announcements. Do not submit original documents. **MAIL APPLICATIONS TO:** NGNC-HRO-AGR, 1636 Gold Star Drive, Raleigh, NC 27607-3371. Applications must be received in the HRO Office or emailed to [ng.nc.ncarng.mbx.hro-agr@mail.mil](mailto:ng.nc.ncarng.mbx.hro-agr@mail.mil) no later than 1630 hours (EST) on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

**THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units and MOSs some positions may have gender restrictions.

**AGR APPLICATION CHECKLIST**  
**M-DAY SOLDIERS**

- \_\_\_\_\_ 1. NGB Form 34-1 Application for AGR (dated NOV 2013-previous editions are obsolete) **Include e-mail address at the top 1st page of NGB Form 34-1.**
- \_\_\_\_\_ Age: Over 18, under 55?
- \_\_\_\_\_ Current NCARNG soldier? If not check whether announcement is nationwide.
- \_\_\_\_\_ Block IV all should be NO except for 9 and 10. If YES attachment for explanation.
- \_\_\_\_\_ Signed and dated.
- \_\_\_\_\_ 2. Certified copy of ERB/ORB
- \_\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.
- \_\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- \_\_\_\_\_ 3. Personnel Qualification Record (Must be pulled in last 30 days)
- \_\_\_\_\_ 4. DA Form 705 reflecting latest APFT (must be current within 1 year)
- \_\_\_\_\_ Passed APFT.
- \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_\_ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- \_\_\_\_\_ 5. IMR (within 15 months)
- \_\_\_\_\_ 6. DA Form 7349-R Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- \_\_\_\_\_ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 copies.
- \_\_\_\_\_ If you are a SPC/E4 or a newly promoted SGT (Don't have 3 NCOERs), Need a letter of recommendation from Unit Commander or senior NCO (SFC/E7 or above).
- \_\_\_\_\_ 8. All DA 1059's
- \_\_\_\_\_ 9. DD Form 214 (must have items 23-30 included),
- \_\_\_\_\_ Reentry Code should be RE-1 or RE-2 (ineligible if RE-3 or RE-4).
- \_\_\_\_\_ Character of Service should be Honorable Discharge.
- \_\_\_\_\_ 10. NGB Form 23/23b Retirements Points History Statement (RPAM) (Must be pulled in last 30 days)
- \_\_\_\_\_ Calculate all prior Active Federal Service \_\_\_\_\_ years, \_\_\_\_\_ months (Must be able to complete 3 years, on AD or FTNGD prior to achieving 18 Years of active service)
- \_\_\_\_\_ DA Form 1506 Statement of Service (alternate for Reserve or Active Army Soldiers)
- \_\_\_\_\_ If former AGR soldier, at least 12 months since REFRAD?

**NOTE:** Please insure that all required documents (As Applicable) on the checklist are included with your application. **INCOMPLETE APPLICATIONS WILL BE CONSIDERED “NOT QUALIFIED” AND, WILL BE RETURNED WITHOUT ACTION (RWOA).** Applications that have been returned without action will need to be resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered.

**AGR APPLICATION CHECKLIST**  
**AGR SOLDIERS**

- \_\_\_\_\_ 1. OTAGNC Form 690-101, AGR Mobility Application (Oct 2002). **Include e-mail address at the top 1st page of OTAGNC Form 690-101.**
- \_\_\_\_\_ Current NCARNG soldier? If not check whether announcement is nationwide.
- \_\_\_\_\_ Is soldier currently under 18 months initial tour stabilization?
- \_\_\_\_\_ If lateral transfer, is soldier MOSQ for vacant position?
- \_\_\_\_\_ Signed and dated.
- \_\_\_\_\_ 2. Certified copy of ERB/ORB and/or DA Form 2-1.
- \_\_\_\_\_ Is soldier stabilized (SGT/SSG one year since last upward mobility assignment; SFC/MSG two years since last upward mobility assignment)?
- \_\_\_\_\_ ASVAB scores match the qualification requirements for the announcement.
- \_\_\_\_\_ Qualified for AOC/MOS or meets DA Pam 611-21 prerequisites?
- \_\_\_\_\_ 3. Personnel Qualification Record. (Pulled within the last 30 days)
- \_\_\_\_\_ 4. DA Form 705 reflecting last two APFTs (must be current within 6 months)
- \_\_\_\_\_ Passed APFT.
- \_\_\_\_\_ DA Form 3349 Physical Profile (for alternate APFT).
- \_\_\_\_\_ Meet HT/WT IAW AR 600-9? If not check for DA Form 5500/5501 reflecting latest HT/WT
- \_\_\_\_\_ 5. IMR (within 15 months)
- \_\_\_\_\_ 6. DA Form 7349 Annual Medical Certificate – Page 1 only (must be signed within 30 days).
- \_\_\_\_\_ 7. DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 3 (covering 36 months).
- \_\_\_\_\_ If newly promoted SGT (Doesn't have 3 NCOERs), Need a letter of recommendation from Unit Commander or Supervisor (SFC/E7 or above).
- \_\_\_\_\_ 8. All DA 1059's
- \_\_\_\_\_ 9. Letter of Recommendation from Brigade AO.
- \_\_\_\_\_ 10. Current AGR Orders.

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